



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES
WAREHOUSE ADMINISTRATION
6500 Centennial Blvd., Nashville, Tennessee 37243-8020
(615) 350-3088

August 29, 2008

IMPORTANT NOTICE:

As always, it is a great pleasure to provide all of you with quality goods and services. Our relationship continues to be an enjoyable experience for us and we hope for all of you.

As in all business, change is inevitable. Our division will soon be transitioning out of the supply management service. We will continue to offer our Agency-Owned Program services, as well as our consolidated storage services. The core of this transition will be the depletion and discontinuance of most of our current supply lines. We ask that you continue to purchase from us until all existing stock has been depleted. We are aware that your needs will continue on; and we will assist you in the transition as much as possible. The initial reduction will affect material classes **BC** (bar coding equipment), **CP** (copy paper), **FO** (facility operational), **FS** (food service), **JN** (janitorial), **ME** (medical), and **OS** (office supplies). You will be able to obtain the items in these classes from existing state-wide contracts. Below is a list of supply types and the state contract from which they may be purchased.

Bar coding equipment	SWC 302
Copy paper of all types	SWC 354
Food service supplies	SWC 365 and 366
Medical supplies	SWC 440

Facility Operational items

Lamps and ballasts	SWC116
Waste cans	SWC 124
Rags; cloth towels	SWC 318
Archive and packing boxes	SWC 340
Fire extinguishers	SWC 561

Janitorial supplies

Bags, sacks, liners	SWC 361
Towels, toilet paper, tissue...	SWC 372
Cleaners, disinfectants and deodorizers	SWC 520
Liquid soaps	SWC 523

Office supplies

Tote bags	TRI SWC 00010
Film	SWC 138
Office use items	SWC 316
Computer paper	SWC 355
Continuous forms	SWC 356
Fax cartridges and supplies	SWC 408

We anticipate that the above item types will be depleted from our facility by November, 2008.

We would again like to thank you for your business over the past years and wish you continued success in the years to come.

Sincerely,

Warehouse Management Team

Stacey Dillenbeck, Director
Kay Lewis, Assistant Director
John Barnes, Property Utilization Manager
Ashley Minton, Customer Service
Charlene Calloway, Customer Service